

Department of the Army
Headquarters
Tobyhanna Army Depot
Tobyhanna, PA 18466-5086

*TYAD Regulation No. 200-3

6 June 2000

Environmental Quality

SOLID WASTE MANAGEMENT, RECYCLING, AND BUY RECYCLED

Applicability. This regulation applies to all depot organizational elements and tenant activities for the disposal of solid waste, recycling, and the purchase of items manufactured with recycled content.

Decentralized Printing. Activities of this installation are authorized to locally reproduce this regulation.

Supplementation. Supplementation of this regulation and the establishment of local forms are prohibited unless prior approval is obtained from Commander, Tobyhanna Army Depot, ATTN: AMSEL-TY-RK-E, 11 Hap Arnold Boulevard, Tobyhanna, PA 18466-5086.

Suggested Improvement. The proponent of this regulation is Tobyhanna Army Depot. Users are invited to send comments to Commander, Tobyhanna Army Depot, ATTN: AMSEL-TY-RK-E, 11 Hap Arnold Boulevard, Tobyhanna, PA 18466-5086.

Distribution. Tobyhanna Army Depot Publications are distributed to Distribution "B" of the Internal Distribution Scheme (Commander and Staff, Directorates, Separate Offices, and Divisions) unless a special distribution list is required by the proponent.

FOR THE COMMANDER:

Official:

KURT WEIDENTHAL II
Colonel, OD
Commanding

//signed//

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Publications Control Officer
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*This regulation supersedes Tobyhanna Army Depot Regulation 200-3, 18 September 1992.

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1. Purpose. This regulation assigns responsibilities and outlines procedures for the segregation of the solid waste stream into recyclable material or refuse, and the collection and disposal of this material. This regulation also assigns responsibilities and outlines procedures for the affirmative procurement program for the purchase of products which are manufactured with recycled content.

2. References.

a. Public Law 42 U.S.C. 6962, Resource Conservation and Recovery Act, 1994.

b. AR 37-103, Disbursing Operations for Finance and Accounting Offices.

c. AR 40-5, Preventative Medicine.

d. AR 420-49, Utility Services.

e. AR 725-50, Requisition and Issue of Supplies and Equipment.

f. AR 755-3, Recovery and Utilization of Precious Metals.

g. DA Pamphlet 710-2-2, Supply Support Activity Supply.

h. TM 5-634, Solid Waste Management.

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- i. DOD 4160.21-M, Defense Materiel Disposition Manual.
- j. Presidential Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, 14 Sep 98.
- k. TYAD Regulation 200-1, Hazardous Material and Hazardous/Non-regulated Waste Management.
- l. TYAD Regulation 200-2, Asbestos Management Program.
- m. TYAD Regulation 385-1, Tobyhanna Army Depot Safety Manual.
- n. The Municipal Waste Planning, Recycling and Waste Reduction Act (PA Act 101 of 1988).
- o. The 1990 Monroe County Solid Waste Management Plan (as amended).
- p. US Army Health Clinic TYAD Standard Operating Procedure Number 21.
- q. Defense Commissary Agency (DeCA) Director's Focus 500-16, Environmental Policy, June 1992.
- r. TYAD Installation Integrated Solid Waste Management Plan
- s. TYAD Recycling Plan
- t. TYAD Buy Recycled Plan

3. Definitions. a. Recyclable Material. Materials that normally have been or would be discarded (i.e. scrap and waste) and that may be reused after undergoing some type of physical or chemical processing. Recyclable materials do not include precious metal-bearing scrap or those items which may be used again for their original purposes or functions without any special processing; e.g., machine parts, returnable bottles, reusable cartons; or any discarded material which must undergo demilitarization or mutilation prior to sale. For the purpose of this regulation, the following will be considered recyclable material:

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(1) Aluminum - All types of scrap aluminum parts, fittings, sheets, punchings, borings, turnings, and formed material. Separation into the following two classes is directed to accomplish the most advantageous disposal of these products:

(a) Clean Aluminum - All aluminum that is not painted and does not have any other metal or materials attached to it such as steel rivets. Clean aluminum is usually generated from the depot sheetmetal shop. This also includes empty aluminum beverage cans (collected by Operation Santa Claus).

(b) Irony Aluminum - Consists of aluminum that is painted or that has other metals or materials attached to it. This type of aluminum includes cast aluminum.

(2) Brass Products - Consists of any type of brass products such as tube bases, punchings, borings, turnings, bolts, scrap rod, tubes, scrap sheets, formed material, and containers.

(3) Cardboard - Fiberboard and corrugated paper.

(4) Computer Paper - All computer listings or single sheets, less carbon paper.

(5) Copper - Includes all items of copper such as bare wire or cable, plate, forms, sheets, screens, rods, bolts, borings, and turnings.

(6) Electric Scrap - Consists of scrap wire, cable, copper circuits, etc., generated from the repair of electric components or systems.

(7) Ferrous Products - All types of iron products having a readily salvageable value. Separation into the following two classes is directed to accomplish the most advantageous disposal of these products:

(a) Heavy Metal - All sizes, weights, and lengths of iron pipe, I-beams, castings, plates, frames, rims, shafts, and engines.

(b) Light Metal - Any type of fabricated iron products such as light gauge tubes, containers, strapping, and tin cans.

(8) Glass - Glass food or beverage containers. Not included are window glass, ceramic containers, or light bulbs.

(9) High Density Polyethylene (HDPE) Plastic - All plastic containers reflecting "recycling code number 2".

(10) Lead Products - Consists of scrap lead pipe, plate, sheets, and lines.

(11) Magazines - Any type of magazine, ad, or brochure printed on glossy paper.

(12) Mixed Metal - Any type combination of fabrications having more than one base metal or iron metal parts, or other material such as insulated wire and cable.

(13) Newspaper - All newspapers, including inserts, or magazines that are printed on newspaper type of paper.

(14) Office Quality Paper - All white paper, to include letterhead, bond paper, copy paper, white tablet paper, envelopes without windows, adding machine tape, forms, memos, TWX's, bulletins, and scratch paper.

(15) Polyethylene Terephthalate (PETE) - All plastic bottles reflecting "recycling code number 1".

(16) Rubber Products - Includes such items as tires, tubes, bases, insulation, mountings, sheets, and gloves.

(17) Scrap Wood - The residue of box making, box salvaging, carpentry, packing and unpacking operations, and all unusable skids, unusable pallets, and unusable crates. Scrap wood does not include wolmanized lumber, painted wood, or wood treated with creosote.

(18) Shrink/Stretch Wrap - All types and colors of shrink or stretch wrap used as packaging material, including plastic grocery bags.

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(19) Textiles - Consists of all types of cloth including wiping rags, canvas, and used uniforms.

(20) Used Shoes - Any type of used shoes including athletic shoes, work boots, or dress shoes.

(21) Wet Cell Batteries - All types of wet cell batteries which have been damaged in any way or have worn out while in use.

b. Refuse. The residue of generated waste after all economical segregation of salvageable and recyclable material has been accomplished. Refuse is divided into two classes of material, combustible and noncombustible:

(1) Combustible Refuse - Consists of the following types of material:

(a) Cloth Products - Wiping rags and the residue of cloth material after all economical segregation of salvageable material has been made. Wiping rags which are contaminated with flammable solvents or toxic substances must be disposed of as hazardous waste in accordance with TYAD Regulation 200-1, Hazardous Material and Hazardous/Non-regulated Waste Management.

(b) Flammable Liquids - Consists of flammable liquids such as lacquer, thinner, solvents, and kerosene, which have been used for cleaning or processing fluids, that cannot be economically reclaimed for future use and will be taken to DRMO for disposal by private contractors.

(c) Janitorial Debris - Consists of floor sweepings and contents of waste paper containers.

(d) Packing Supply Debris - Sweepings from packing and unpacking operations, and the residue after all economical separation of salvageable and recyclable packing supply material has been made.

(e) Sawdust - The contents of sawdust collectors located in the Carpenter Shop and Box Shop of the depot.

(2) Noncombustible Material - Consists of the following residue after economical separation has been made of all types of combustible material:

(a) Ceramic Products - Broken jugs, crocks, containers, bricks, tile, etc.

(b) Concrete and Concrete Products - Broken concrete resulting from repair work.

(c) Dry Cell Batteries - Dry cell batteries, other than accountable depot stock, having no life or insufficient life for further use.

(d) Food Waste - Waste from food preparation and serving operations.

(3) Infectious Waste - Municipal and residual waste which is generated in the diagnosis, treatment, immunization or autopsy of human beings or animals, in research pertaining thereto, in the preparation of human or animal remains for interment or cremation, or in the production or testing of biologicals. Cultures and stocks of infectious agents and associated biologicals, including the following: cultures from medical and pathological laboratories; cultures and stocks of infectious agents from research and industrial laboratories; wastes from the production of biologicals; discarded live and attenuated vaccines except for residue in emptied containers; and culture dishes, assemblies and devices used to conduct diagnostic tests or to transfer, inoculate and mix cultures. Human pathological wastes, including tissues, organs and body parts and body fluids that are removed during surgery, autopsy, other medical procedures or laboratory procedures. The term does not include hair, nails or extracted teeth. Human blood and body fluid waste, including liquid waste human blood, blood products, items saturated or dripping with human blood. Items that were saturated or dripping with human blood that are now caked with dried human blood, including serum, plasma and other blood components, which were used or intended for use in patient care, specimen testing or the development of pharmaceuticals. Intravenous bags that have been used for blood transfusions. Items, including dialysate, that have been in contact with the

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blood of patients undergoing hemodialysis at hospitals or independent treatment centers. Items contaminated by body fluids from persons during surgery, autopsy, other medical procedures or laboratory procedures. Specimens of blood products or body fluids, and their containers. Contaminated animal carcasses, body parts, blood, blood products, secretions, excretions and bedding of animals that were known to have been exposed to zoonotic infectious agents or nonzoonotic human pathogens during research (including research in veterinary schools and hospitals), production of biologicals or testing of pharmaceuticals. Biological wastes and waste contaminated with blood, excretion, exudates or secretions from humans who are isolated to protect others from highly virulent diseases; isolated animals known or suspected to be infected with highly virulent diseases. Sharps that have been in contact with infectious agents or that have been used in animal or human patient care or treatment, at medical, research or industrial laboratories, including hypodermic needles, syringes (with or without the attached needle), pasteur pipettes, scalpel blades, blood vials, needles with attached tubing, culture dishes, suture needles, slides, cover slips and other broken or unbroken glass or plasticware. The term does not include wastes generated in individual residences.

c. Buy Recycled. Affirmative Procurement Program for products that are manufactured with recycled content. For the purposes of this regulation the terms below will have the following meaning:

(1) Acquisition - Means the acquiring by contract with appropriated funds for supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration and those technical and management functions directly related to the process of fulfilling agency needs by contract. Government credit card, prime vendor, and task order contracting purchases are included.

(2) Commercial Item Descriptions - Means a series of simplified item descriptions under the federal specification and standards program used in the acquisition of commercial off-the-shelf and commercial-type products.

(3) Environmentally Preferable - Means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service.

(4) Executive Agency or Agency - Means an Executive agency as defined in 5 U.S.C. 105. For the purpose of Presidential Executive Order 13101, military departments, as defined in 5 U.S.C. 102, are covered under the auspices of the Department of Defense.

(5) Federal Agency - Means any department, agency, or the instrumentality of the federal government; any independent agency or establishment of the federal government including any government corporation, and the Government Printing Office.

(6) Invitation For Bids - Means the formal solicitation for firm fixed priced offers characterized by a public bid opening. Bids are evaluated and accepted or rejected as submitted with no discussions or negotiations. Award evaluation is based only on price and price-related factors. Award is made to the bidder determined capable of performing, who complied with the instructions of the bid, and who submitted the lowest price.

(7) Life Cycle Analysis - Means the comprehensive examination of a product's environmental and economic effects throughout its lifetime including new material extraction, transportation, manufacturing, use, and disposal.

(8) Life Cycle Cost - Means the amortized annual cost of a product, including capital costs, installation costs, operating costs, maintenance costs and disposal costs discounted over the lifetime of the product.

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(9) Ordering Activity - Means the functional area that has a requirement for and orders a product or service through established procedures, including purchases with the government IMPAC Visa credit cards, prime vendor contracts, and task order contracts.

(10) Post-Consumer Material - Means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Post-consumer material is a part of the broader category of recovered material.

(11) Practicable - Means capable of being used consistent with; performance in accordance with applicable specifications, availability at a reasonable price, availability within a reasonable period of time, and maintenance of a satisfactory level of competition.

(12) Procurement Item - Means any device, good, substance, material, product, or other item, whether real or personal property, which is the subject of any purchase, barter, or the exchange made to procure such item.

(13) Procuring Activity - Means the individuals with the responsibility for placing orders with suppliers and who is authorized to make a commitment with suppliers on behalf of the government. Generally, at Tobyhanna Army Depot this includes credit card holders, credit card approving officials, prime vendor, task order contracting, Depot Property Division and Contracting Directorate personnel.

(14) Purchasing - Means the act of and the function of responsibility for the acquisition of equipment, materials, supplies, and services, including buying, determining the need, selecting the supplier, arriving at a fair and reasonable price and terms and conditions, preparing the contract or purchase order, and follow-up.

(15) Recovered Material - Means waste material and by-products which have been recovered or diverted from solid waste, but such term does not include those materials and byproducts generated from, and commonly reused within, an original manufacturing process.

(16) Recyclability - Means the ability of a product or material to be recovered from, or otherwise diverted from, the solid waste stream for the purpose of recycling.

(17) Recycled Content - Means a product is manufactured with waste materials and byproducts which have been recovered or diverted from solid waste being disposed of in a landfill or materials and byproducts generated from, and commonly reused within, an original manufacturing process.

(18) Request for Proposal (RFP) - Means a formal solicitation characterized by a private recording of priced offers. The RFP may permit, at the Government's discretion, negotiations or discussions regarding price, delivery. Technical, or other terms and conditions. Award evaluation may be based on factors in addition to price, such as technical and past performance. The factors must be stated in the solicitation which may provide that award can be made on other than the lowest priced offer.

(19) Specification - Means a description of the technical requirements for a material, product, or service that includes the criteria for determining whether these requirements are met. In general, specifications are in the form of written commercial designations, industry standards, and other descriptive references.

(20) Waste Reduction - Means preventing or decreasing the amount of waste being generated through waste prevention, recycling, or purchasing recycled and environmentally preferable products.

4. Responsibilities. a. All personnel working or residing on Tobyhanna Army Depot will assist in the recycling of items identified in paragraph 6.a.

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b. All waste generating activities (to include Offices, Shops, Divisions, and Directorates) will:

(1) Provide sufficient containers at generating points for the collection, separation, and disposal of recyclable material and refuse within their activity. The containers will meet the requirements of fire and safety regulations, and should be closed at all times except when in use.

(2) Separate all recyclable material from waste generated to the fullest economical extent.

(3) Deliver containers to pickup stations, and unload containers of recyclable materials and refuse into the proper collection containers located at the pickup stations established for a specific building or area.

(4) Ensure that personnel are instructed not to deposit the following type of debris in trash containers:

- (a) Sealed containers of any type.
- (b) Metal.
- (c) Recyclable material.
- (d) Residual or hazardous material.
- (e) Paint cans that are not empty.
- (5) Police collection areas.

c. All installation ordering activities will (tenant organization participation is not required):

(1) All ordering activity (to include credit card purchasers, COR's, hand receipt holders, requisitioners, and prime vendor and task order contracting personnel) supervisors will ensure compliance with the Buy Recycled Program requirements.

(2) All depot activities that have the responsibilities for drafting or reviewing specifications for products procured by the federal government shall review those specifications and ascertain whether products manufactured with recycled content are excluded from the specifications. All specifications with exclusions shall be rewritten without the exclusion, unless performance standards would not be satisfied.

(a) Any statement in a specification that requires the product to be manufactured from virgin materials shall be eliminated, unless performance standards would not be satisfied.

(b) Include a statement in each EPA designated item specification defining recovered materials, recycled content, and "post-consumer materials" as applicable, as they are defined in this regulation.

(c) All activities shall revise specifications used in purchasing personal and real property so that all specifications require the inclusion of products manufactured with recycled content to the maximum extent practicable.

(d) All specifications shall be revised if the performance requirements are so stringent that they arbitrarily exclude products that contain the maximum practical amount of recycled material.

(e) The review process shall be completed at the beginning of each fiscal year or at the time of the next major procurement action.

(f) Specifications shall require the recycled material contained in the products to be post-consumer waste whenever practicable or that the recycled material specified contains the highest percentage of post-consumer waste that is practicable.

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(g) If the inclusion of recycled material to the maximum extent practicable cannot be determined by the specification writer, then the specification shall encourage manufacturers to include recycled material to the maximum extent that will still allow the product to meet the performance standards required. This method of specification preparation will only be acceptable with proper justification since adequate information sources are generally available to assist requisitioners in specification development.

(3) Purchase requests shall clearly identify whether the requirement is for, or contains EPA designated items. The items shall be identified by noun and federal stock class.

(4) If the requirement is for, or contains designated items but the specification does not require products with recycled content, then complete written justification for exclusion from the Buy Recycled Program is required. The justification will be made a part of the procurement file citing at least one of the conditions to exclude the procurement action from the Buy Recycled Program. Conditions which justify an exemption from the program include: the procuring activity is unable to secure a satisfactory level of competition; the item is not available within a reasonable period of time; the item fails to meet the performance standards set forth in the ordering activity's specification; or the item is available only at an unreasonable price. The justification must be approved by the ordering activity supervisor for purchases under \$2,500.00 and by the Commander for purchases \$2,500.00 or more, in accordance with Federal Acquisition Regulations.

d. Chief, Environmental Management Division will:

(1) Develop and update the Installation Recycling Plan.

(2) Monitor the Recycling Program.

(3) Provide separation instructions for recyclable material to the generating activities.

(4) Establish properly marked pickup stations and pickup frequency schedules. Proper collection containers shall be provided at pickup stations.

(5) Prepare quarterly and yearly reports of tonnage of recyclable materials collected at the depot. In accordance with the Monroe County Solid Waste Management Plan, the reports will be forwarded to the Coolbaugh Township Supervisors.

(6) Develop and update the Installation Buy Recycled Plan.

(7) Provide information to ordering activities regarding the Buy Recycled Plan.

(8) Monitor installation compliance with the Buy Recycled Plan.

(9) Establish an internal promotion program for the Buy Recycled Plan.

(10) Prepare yearly reports on the amounts of products purchased with recycled content.

(11) Review construction and other requirements, to the maximum extent practicable, to identify EPA designated items and assist requisitioners in the preparation of specifications for products manufactured with recycled content.

e. Chief, Commissary will:

(1) Comply with all requirements of the Recycling Program with the exception of cardboard.

(2) Cardboard will be baled at the Commissary Store, Building 816, and disposed of in accordance with DeCA Director's Focus 500-16, Environmental Policy, June 1992.

f. Chief, Defense Reutilization and Marketing Office (DRMO) will arrange with the Environmental Management Division for the disposal of any type of material requiring the use of special heavy equipment or requiring special methods of disposal.

g. Director of Public Works will:

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(1) Comply with appropriate regulations and depot policies in the disposal of such items as flammable and nonflammable debris, sawdust, dry cell batteries, and recyclable materials.

(2) Ensure that preference is given to environmentally preferable products ordered through the General Services Administration (GSA) catalogue, prime vendors, and contractors.

(3) Report the quantities of environmentally preferable products ordered through the GSA and prime vendors to the Environmental Management Division every month.

(4) Ensure COR's require their service, construction, repair, and maintenance contractors to deliver recyclable material to the Recycling Center, Building 66.

h. Director of Contracting will:

(1) When a purchase request identifies that the requirement is for, or contains, EPA designated items, ensure all specifications, to the maximum extent practicable, comply with the Buy Recycled Program.

(2) Within the constraints of the specification recommendations and applicable federal procurement laws and regulations, give preference to the selection of products containing recycled material. The primary means to accomplish this preference will be to require requisitioners to establish maximum recycled content specifications for EPA designated items and to require compliance by all offerors.

(3) Require that vendors identify the recycled material content of products purchased, specifically identifying the percentage of post consumer material and other recycled material that is in the product. The report shall be in accordance with FAR clauses.

(4) The certification on multi-component or multi-material products shall verify the percentage of post consumer material and recycled material contained in the major constituents of the products.

(5) Require ordering activities to provide written justification for excluding the procurement action from the Buy Recycled Program if the specifications require EPA designated items but do not request products manufactured with recycled material. The justification shall be approved by the ordering activity supervisor if the procurement action is under \$2,500.00 and by the Commander if for \$2,500.00 or more.

(6) Provide a copy of contractor certification for products manufactured with recycled content to the Environmental Management Division monthly for use in developing the yearly report on amounts of products purchased with recycled content.

5. Policy. a. To salvage as much of the waste generated as possible for reuse, to recycle as much of the solid waste stream as economically feasible, to sell the recyclable materials, and to purchase as many items as possible that are manufactured with recycled content.

b. The solid waste stream will be segregated into classes of recyclable material at the generating point. This will effect maximum economy in collection and disposal of refuse and will aid in the recovery of recyclable material.

c. Recyclable materials will be sold through direct sale by the Recycling Program or through the Defense Reutilization and Marketing Office (DRMO). The Defense Logistics Agency, in accordance with DoD 4160.21-M, Defense Utilization and Disposal Manual, has directed the servicing DRMO to return 100 percent of the proceeds from the sale of recyclable materials to the installations. The managing activity (Directorate of Industrial Risk Management) has established a budget clearing account 21F3875.1111 6P S36237 through the Defense Finance and Accounting Service to capture these proceeds. The accumulation of funds is not affected by the close of the fiscal year. These proceeds may be carried over into the next fiscal year for up to an accumulation of \$2 million, at which time the excess amount will be returned to the U.S. Treasury as miscellaneous receipts.

d. Tobyhanna Army Depot concurs with the regulations set forth in The Municipal Waste Planning, Recycling and Waste Reduction Act (PA Act 101 of 1988) and the Monroe County Solid Waste Management Plan.

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e. Recovery of precious metals will be in accordance with AR 755-3.

f. Depot ordering activities will give preference to the purchase of products manufactured with recycled content.

g. Protective clothing and equipment will be worn by employees as outlined in Tobyhanna Army Depot Regulation 385-1, Chapter 4.

6. Procedures. a. Recyclable Materials.

(1) As applicable, generators of recyclable materials (to include offices, Shops, Divisions, and Directorates) will ensure:

(a) Glass will be rinsed, lids removed, and separated into three types: clear, brown, or green. Glass will be placed into collection containers loose (not in plastic or paper bags) labeled for each color. Containers are located at:

Building 333 - The Landing

Family Housing Area

Building 230

Building 11, First Floor, Cafeteria

(b) #1 (polyethylene terephthalate (PET)) and #2 (high density polyethylene (HDPE)) plastic bottles will be placed loose (not in plastic or paper bags) in the collection containers located throughout the depot.

(c) Paper will be separated by type, either office quality paper, computer paper, newspaper, or magazines. Paperclips, post-it notes, etc., are to be removed and paper placed in recycling containers designated by type at the activity's assigned area. The custodial work force will then deliver the material to the following central collection points:

<1> The loading ramp at Building 11, First Floor;

<2> Building 1B Bay 5

Note: For those areas without custodial services or with in-house custodial services, activities will deliver paper to the above central collection points.

(d) Cardboard, after removal of all packing material, will be placed in the balers located throughout the depot. When the balers are full, the activity where the baler is located shall eject the bale and place it outside the building. The recycling employees will collect the bales daily and drop them off at the Recycling Center, Building 66.

(e) Metal products will be segregated into clean aluminum, iron/aluminum, steel, brass, copper, etc. and placed in containers provided for each near generating sites. When full, the collection containers will be emptied into the roll off containers for each type metal at the Recycling Center. Operation Santa Claus collects aluminum beverage cans in containers found throughout the depot. Personnel may give their aluminum cans to Operation Santa Claus. Aluminum cans shall not be placed into the trash.

(f) All scrap wood will be placed at a wood collection point or taken to the Recycling Center, Building 66, located at 3rd and Gibbs Streets. Painted, wolmanized, or wood treated with creosote must be placed in roll off containers, not at the Recycling Center.

(g) All scrap plastic shrink and stretch wrap will be placed into a tri-wall box at the generating activity location. When the boxes are full they will be sent to the Recycling Center, Building 66, by the generating activity.

(h) All used safety shoes will be collected at the issue location. The used shoes will be picked up by recycling employees and transported the Recycling Center.

(i) All electric scrap will be turned in to DRMO by the generating activity.

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(j) All scrap textiles will be turned in to DRMO by the generating activity.

(k) Compact Disc-Read Only Memory (CD-ROM) discs will be collected by the generating activities. The CD-ROM's will be placed into a depot mail envelop addressed to the Recycling Program.

(l) All used film containers will be collected at the Photo Lab, Building 11, First Floor. When full, recycling employees will pick up the collection container and transport it to the Recycling Center.

(m) All waste tires and waste rubber will be turned in to DRMO for disposal as scrap rubber.

(n) Unserviceable lead acid wet cell batteries will be turned in to DRMO, provided that batteries are non-leaking, and are packaged in fiberboard boxes with lids, wooden boxes with lids, or strapped on pallets with nylon banding. Battery terminals must be protected from short circuits, vent caps secured using tape, and batteries must not be stacked more than two layers high. Wet cell batteries that are leaking should be emptied of all acids at the generating point, caps will be removed, batteries will be placed on their sides, and strapped to a pallet using a non-metallic strapping material. Batteries will then be turned in to DRMO. Acid from the batteries will be disposed of in accordance with paragraph 6.b.(7). Nickel cadmium (NICAD), silver, mercury, magnesium, and lithium batteries will be handled in accordance with TYAD Regulation 200-1, Hazardous Material and Hazardous/Non-regulated Waste Management. "Flashlight" batteries can be disposed of as refuse.

(o) Where practical all leaves and grass clippings will be left on the ground as natural ground cover. Where leaves and grass clippings must be collected they will be composted. The compost site and composted material will be for use by the depot and Family Housing Area only. No leaves or grass clippings will be brought on depot for the compost site and composted material will not be sold, in accordance with Pennsylvania Department of Environmental Protection (PADEP) permitting regulations.

(p) Prepare a DD Form 1348-1A (Issue Release/Receipt Document) in accordance with AR 725-50 and DA Pamphlet 710-2-2 for material being turned in to DRMO. Ensure the fund site 21F3875.1111 6P S36237 is clearly present on the document. Transport the material along with the DD Form 1348-1A in a waterproof packet conspicuously affixed to the side of the container or, if feasible, the recyclable item itself, to the Chief, DRMO.

(2) The Chief, Tool and Material Handling Division will:

(a) Collect all metal from the mission directorates and place the materials into the correct containers at the Recycling Center, Building 66.

(b) Follow the procedures outlined in paragraph 6.a.(1)(r).

(3) The Chief, DRMO, or his designee, will annotate the exact weight/volume, date, and sign the DD Form 1348-1A for the recyclable material to verify receipt and forward a completed copy to the Chief, Environmental Management Division.

(4) The Chief, Environmental Management Division will collect all recyclable material from central collection points. The material will be transported to the Recycling Center or DRMO as appropriate.

b. Refuse.

(1) Flammable liquids which are non-salvageable should be disposed of in accordance with TYAD Regulation 200-1, Hazardous Material and Hazardous/Non-Regulated Waste Management, if they are wastes. If the liquids are in unopened containers they may be turned in to DRMO as hazardous materials.

(2) Sawdust will be placed in proper containers provided at generating points, and will be picked up by the depot refuse removal contractor.

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(3) Cloth products that are not recyclable will be placed in plastic bags, sealed, and placed in dumpster containers.

(4) The following combustible materials will be taken to and placed in the nearest dumpster unit:

(a) Janitorial debris will be placed in plastic bags and sealed prior to being placed in dumpsters.

(b) Packing and unpacking supply debris will be placed in plastic bags and sealed prior to being placed in dumpsters.

(5) Concrete and concrete products will be placed in roll-off containers at the nearest pickup point.

(6) Ashes and other debris will be placed in closed, sealed roll-off containers and picked up only upon request.

(7) Acids, caustics, or poisonous solutions, regardless of strength, will NOT be disposed of by dumping into the sanitary sewer system. Disposition of these liquids will be accomplished by turn-in to DRMO.

(8) All refuse will be disposed of in accordance with AR 420-49, Utility Services.

(9) Coatings/Paint waste will be placed into plastic bags, sealed, and placed into a roll-off container provided. The roll-off container will be picked up only upon request.

(10) Garnet sludge will be placed into sealed plastic drums by the generating activity and placed into a roll-off container provided. The roll-off container will be picked up only upon request.

(11) Radioactive material shall be disposed of in accordance with instructions contained in TYAD Regulation 385-1, Tobyhanna Army Depot Safety Manual.

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(12) Infectious waste from health care facilities shall be disposed of in accordance with instructions contained in AR 40-5, "Preventative Medicine", and TYAD U.S. Health Clinic Standard Operating Procedure Number 31.

(13) Waste from food preparation and serving shall be disposed of as follows:

(a) Waste containers shall be stored on or above a smooth surface of non-absorbent material, such as asphalt or concrete.

(b) Scrap food shall be placed in plastic bags prior to disposal in waste containers.

(c) The rules of the Installation Medical Authority shall be followed and periodic inspections will be conducted.

(14) Asbestos containing material will be disposed of in accordance with TYAD Regulation 200-2, "Asbestos Management Program".

(15) Any material turned-in to DRMO that is not suitable to be reused or sold through DRMO may be turned over to the Recycling Program by DRMO. The Recycling Program will attempt to sell or reuse the material or give the material away in accordance with the guidance provided in Appendix D.

c. Buy Recycled.

(1) The U.S. Environmental Protection Agency (EPA) has designated items to be purchased that are manufactured with recycled content. All depot ordering activities shall give preference to EPA designated items.

(2) All specifications for products shall be reviewed to ensure products manufactured with recycled content are not excluded from the specifications. All specifications with exclusions shall be rewritten without the exclusion, unless performance standards would not be satisfied.

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(3) Any statement in a specification that requires the product to be manufactured from virgin materials shall be eliminated, unless performance standards would not be satisfied.

(4) Include a statement in each EPA designated item specification defining recovered materials, recycled content, and post-consumer materials as applicable, as they are defined in this regulation.

(5) All specifications used in purchasing personal and real property shall be revised so that all specifications require the inclusion of products manufactured with recycled content to the maximum extent practicable.

(6) All specifications shall be revised if the performance requirements are so stringent that they arbitrarily exclude products that contain the maximum practical amount of recycled material.

(7) The review process of specifications shall be completed at the beginning of each fiscal year or at the time of the next major procurement action.

(8) Specifications shall require the recycled material contained in the products to be post-consumer waste whenever practicable or that the recycled material specified contains the highest percentage of post-consumer waste that is practicable.

(9) If the inclusion of recycled material to the maximum extent practicable cannot be determined by the specification writer, then the specification shall encourage manufacturers to include recycled material to the maximum extent that will still allow the product to meet the performance standards required.

(10) Purchase requests shall clearly identify whether the requirement is for, or contains EPA designated items. The items shall be identified by noun and federal stock class.

(11) If the requirement is for, or contains designated items but the specification does not require products with recycled content, the complete written justification for exclusion from the Buy Recycled Program is required. The justification shall be made a part of the procurement file citing at least one of the conditions to exclude the procurement action from the Buy Recycled Program. Conditions which justify an exemption from the program include: the procuring activity is unable to secure a satisfactory level of competition; the item is not available within a reasonable period of time; the item fails to meet the performance standards set forth in the ordering activity's specification; or the item is available only at an unreasonable price. The justification must be approved by the Commander, in accordance with Federal Acquisition Regulations.

(12) Vendors shall identify the recycled material content of products purchased, specifically identifying the percentage of post-consumer material and other recycled material that is in the product. The report shall be in accordance with FAR clauses.

(13) Vendor certification on multi-component or multi-material products shall verify the percentage of post-consumer material and recycled material contained in the major constituents of the products.

(14) A copy of the contractor certification for products manufactured with recycled content shall be provided to the Environmental Management Division each month for use in developing a yearly report on amounts of products purchased with recycled content.

7. Use of Proceeds from the Recycling Program. Recycling proceeds may be withdrawn from the installation recycling program account 21F3875.1111 6P S36237 as follows:

a. Proceeds will first be applied to cover the costs of operating, maintaining, and establishing the recycling program.

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b. If a balance remains in the account the managing activity may apply up to 50 percent of the remaining balance to fund projects for pollution abatement, energy conservation, and occupational safety and health. A DD Form 448 (Military Interdepartmental Purchase Request) will be used for each project. A project funded from recycling proceeds may not be carried out for an amount greater than 50 percent of the amount established by law as the maximum for a minor construction project. Approval procedures for projects listed in this paragraph are the same as if funded from normal appropriations.

c. Any proceeds remaining after subparagraph a. and b. above are accomplished may be transferred to the Installation Morale, Welfare, and Recreation Fund by processing an SF 1049 (Public Voucher for Refunds) in accordance with AR 37-103.

d. If the uncommitted balance in the account at fiscal year end exceeds \$2 million, the excess amount will be returned to the U.S. Treasury.

e. All disbursements of funds from the recycling program account requires prior approval from the Command Group.